

TRANSPORTATION

**ACTIVITY FUND
PACKETS**

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Vicki Jameson

Name of Activity Fund: Special Events Account No: 807

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	uj ✓
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	uj ✓
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	uj ✓
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	uj PAB ✓

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: TRANSPORTATION

ACCOUNT NAME: 807 Special Events

PURPOSE

To purchase shirts and jackets for bus drivers, food for in-service training and employee appreciation celebrations AND water rental

SOURCE(S) OF INCOME

All listed BOE approved expenditures for the 2024-2025 school year.

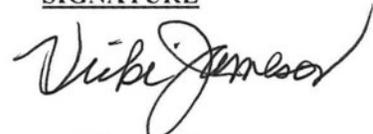
PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Vicki Jameson

SIGNATURE



PRINCIPAL/DIRECTOR

Matthew Parsek

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Kendal Bennis DATE: 8/26/24

ACCOUNT NUMBER: 807

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Vicki Jameson

Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>18,881.89</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Bus Rental of SPS equip. to public</u>	\$ <u>5,000.</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>5,000.</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>23,881.89</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Water dispenser & Bottled Water</u>	\$ <u>1,500.</u>	
<u>Driver's Shirts & Jackets</u>	\$ <u>1,300.</u>	
<u>Food for Celebrations & gatherings</u>	\$ <u>2,000.</u>	
<u>Reimbursement to General Fund</u>	\$ <u>2,500.</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>7,300.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>16,581.89</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Vicki Jameson

Name of Activity Fund: Special Events Account No: 807

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

BUS Rental to local organizations

PURPOSE OF RAISING FUNDS:

To pay for general expenses listed in the Activity Fund purpose in the support of bus drivers and SPS Transportation employees.

FUNDRAISER DATES: START 7/1/2024 END 6/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$5,000.00 - EST. EXP. \$2,500.00 = EST. PROFIT \$2,500.00

Vicki Jameson SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

Stillwater School District 16

Budget Control Group Report

Fiscal Year: 2024-2025

DAC: TRANSPORTATION - ACTIVITY FUND

Budget Control Group: 715-807-SPECIAL EVENTS

Show Account Detail

Show Transaction Detail Show Encumbrance Include Pre Encumbrance

Range Dates: 7/1/2024 - 8/26/2024

Page Break on Budget Control Group

Account	FTE	Budget Amt	Range Trans	YTD Trans	Balance	Encumbrance	Budget Bal.
Control Group: 715-807-SPECIAL EVENTS							
60.807.1410.000.900.0000.000.715.1	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RENTAL							
60.807.1420.000.900.0000.000.715.1	0.00	\$0.00	-\$3,059.00	-\$3,059.00	\$3,059.00	\$0.00	\$3,059.00
TRANS - SPECIAL EVENTS - RENTAL							
60.807.2573.337.900.0000.000.715.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
807.SUPPORT PD.CONTRACT WORK							
60.807.2573.359.900.0000.000.715.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
807.SUPPORT PD.PROF DEV							
60.807.2573.580.900.0000.000.715.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
807.SUPPORT PD.STAFF TRAVEL							
60.807.2573.619.900.0000.000.715.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
807.SUPPORT PD.GEN SUPPLY							
60.807.2573.682.900.0000.000.715.0	0.00	\$0.00	\$927.25	\$927.25	-\$927.25	\$0.00	-\$927.25
807.SUPPORT PD.FOOD-AWARDS							
60.807.2573.810.900.0000.000.715.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
807.SUPPORT PD.DUES-FEES							
60.807.2573.860.900.0000.000.715.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
807.SUPPORT PD.REGISTRATION							
60.807.2573.930.900.0000.000.715.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
807.SUPPORT PD.REIMBURSE							
60.807.2575.337.900.0000.000.715.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
807.STAFF SVC.CONTRACT WORK							
60.807.2575.580.900.0000.000.715.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
807.STAFF SVC.STAFF TRAVEL							
60.807.2575.617.900.0000.000.715.0	0.00	\$0.00	\$17.00	\$17.00	-\$17.00	\$0.00	-\$17.00
807.STAFF SVC.KITCHEN SUPP							
60.807.2575.619.900.0000.000.715.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
807.SUPPORT PD.GEN SUPPLY							
60.807.2575.682.900.0000.000.715.0	0.00	\$0.00	\$77.50	\$77.50	-\$77.50	\$1,422.50	-\$1,500.00
807.SUPPORT PD.FOOD-AWARDS							
60.807.2575.810.900.0000.000.715.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
807.SUPPORT PD.DUES-FEES							
60.807.2575.930.900.0000.000.715.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
807.SUPPORT PD.REIMBURSE							
60.807.9902.000.000.0000.000.715.4	0.00	\$0.00	\$0.00	-\$16,361.89	\$16,361.89	\$0.00	\$16,361.89
715 807 TRANS SPECIAL EVENTS							
715-807-SPECIAL EVENTS Sub Total:		0.00	-\$2,037.25	-\$18,399.14	\$18,399.14	\$1,422.50	16,976.64

End of Report